

Duties:

Under the general direction of the Board of Health, provide professional staff assistance to the Board in preparing Board meeting agendas and materials; developing and recommending all Town public and environmental health programs and policies; providing administrative coordination with other Town departments; and overseeing the direct responsibilities of the Board of Health.

Prepare agendas for all regular and special meetings (or hearings) of the Board of Health; attend and participate in all meetings of the Board; perform all necessary follow-up for decisions or inquiries made in those meetings and between those meetings; review and prepare, subject to review of Town Counsel or consultants, selected articles for Board of Health passage and/or Town Meeting Warrants; provide professional expertise to the Board in analyzing and evaluating various requests regarding sanitation, building and other permits; review all subdivision plans and present to the Board with knowledgeable recommendation to approve or disapprove; and provide the Board with current information, guidance, recommendations and reports to assist in final decision making regarding Town public and environmental health affairs in accordance with Town by-laws, the public health laws of the Commonwealth of Massachusetts and established public health administrative practices.

Assist in the development of Town policies, directives and regulations for consideration by the Board of Health; upon adoption of these policies, procedures and regulations, oversee, implement and enforce policies and procedures in an effective manner and within required time limits; act as agent for the Board of Health in assigned matters relating to the control and efficient administration of Town public health matters, the administration of Town and State health policies, and special, assignments and projects, including programs and services which address issues such as lead poisoning, housing, health inspections, food service inspections, rabies, hazardous waste, tobacco control, septic systems and groundwater control, etc.

Prepare the budget for the Board of Health and provide the Board with timely oral and written reports on administrative, financial and other issues as requested and required, performing research and investigation as necessary.

Provide expert consultation regarding disease prevention and control to physicians and citizens.

Attend department head, environmental, and state public health meetings for both the region and the state as a whole; serve as liaison to the Mass. Association of Boards of Health, the Mass. Public Health Association and the American Public Health Association; and consult with mental health agencies available to the Board as providers of mental health services and consultants.

Work with local emergency planning committee to develop planning guidelines regarding environmental pollution, hazardous waste and industrial safety; and with healthcare providers, managed care organizations, and private business to build coalitions for coordination of policy development, community education, inspection and enforcement.

Perform other related duties as required.

Basic Knowledge:

Work requires knowledge of federal, state and local public health laws and regulations, and public administration skills equivalent to a Master's Degree in public health policy or administration, and knowledge of environmental issues and basic office computer applications.

Experience:

Work requires five (5) years of public health or environmental health experience with administrative responsibilities. Position requires a valid motor vehicle license.

Independent Action:

Under general direction, function independently in daily administrative activities, referring policy and program recommendations and sensitive public health issues to the Board of Health.

Supervisory Responsibility:

Supervise department staff of full-time and part-time employees equivalent to 6 FTE's plus volunteers.

Physical and Environmental Standards:

- Occasional periods spent in non-office environments, including schools, private homes, day care facilities, and satellite clinics.
- Some travel within the Town to plan, oversee, or provide departmental services.
- Exposure to possible infectious and communicable diseases, contagions and other biological hazards, requiring exercise of appropriate safety and Universal precautions. Utilize proper techniques in handling sharp instruments.
- May require sustained periods of standing and walking.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.